



**Judicial Council of California**  
**Administrative Office of the Courts**

**Trial Court Financial Policies and Procedures**

**Procedure No.**  
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**RULE OF COURT 6.707**

**POLICY NUMBER: AOC APPENDIX B**

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## 2002 California Rules of Court

### Rule 6.707. Trial Court Financial Policies and Procedures

(a) **[AOC adoption of financial policies and procedures]** The Administrative Office of the Courts must prepare and adopt a financial policies and procedures manual for the trial courts (the "*Trial Court Financial Policies and Procedures Manual*"), consistent with the rules of court and policies adopted by the Judicial Council. The manual must include, but is not limited to, accounting standards for trial courts and policies and procedures for procurement and contracting by trial courts. These policies and procedures must not modify trial courts' existing authority to procure, contract for, or use goods or services or the requirement that a court have authorized funding available in order to procure or contract for any good or service.

(b) **[Comment period for financial policies and procedures]** Before issuing or amending the *Trial Court Financial Policies and Procedures Manual*, the Administrative Office of the Courts must make it available for comment from the trial courts and from the Department of Finance and the State Controller's Office for 30 days.

(c) **[Date of adherence to financial policies and procedures]** Trial courts must adhere to the requirements contained in the *Trial Court Financial Policies and Procedures Manual*, except as otherwise provided in the manual, effective July 1, 2001, or 90 days after the manual is first adopted, whichever is later. Trial courts must not be required to adhere to any amendment to the manual sooner than 60 days after the amendment is adopted.

*Rule 6.707 adopted effective January 1, 2001.*

#### Drafter's Notes

**2001-**To assist courts in developing financial procedures and policies, and to create more uniform standards statewide, rule 6.707 requires the Administrative Offices of the Courts to adopt the *Trial Court Financial Policies and Procedures Manual*. The rule requires that trial courts have the opportunity to comment on the draft manual and any proposed changes to it. Courts will not be required to comply with the manual until July 1, 2001, or 90 days after it is issued, whichever is later, and courts will not be required to comply with any amendment to the manual sooner than 60 days after the amendment is adopted.